



**COMMUNITY DEVELOPMENT COMMISSION  
of the County of Los Angeles**

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**Gloria Molina  
Mark Ridley-Thomas  
Zev Yaroslavsky  
Don Knabe  
Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

January 19, 2010

Honorable Board of Commissioners  
Community Development Commission of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**ADOPTED**

Community Development Commission

2-D JANUARY 19, 2010

SACHI A. HAMAI  
EXECUTIVE OFFICER

**AMEND POSITION CLASSIFICATIONS AND MONTHLY SALARY SCHEDULE TO  
INCORPORATE NEW CONSULTANT III CLASSIFICATION  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends amending the Commission's Position Classifications and Month Salary Schedule to incorporate a Consultant III classification.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve an amendment of the Commission's Position Classifications and Month Salary Schedule to incorporate a new level III to the Consultant Classification.
2. Approve the immediate implementation of the new salary range for the Consultant III level as specified in the attached Monthly Salary Schedule.
3. Find that amending the Position Classifications and Monthly Salary Schedule is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA and will not have the potential for causing a significant effect on the environment.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Currently, the Commission has two Consultant classes (level I and II). The new classification, Consultant III, will report to either a Manager II or a Director and may

function as an Assistant Manager. The position of Assistant Manager is a working title and is currently applied to an individual based on the programmatic needs of each division or unit. By creating the Consultant III, the Commission is attempting to compensate those individuals who possess highly specialized or rare skills related to a program. The Consultant III classification will be utilized to fill positions in various Commission divisions. Specific responsibilities will vary depending on the program area and division.

### **FISCAL IMPACT/FINANCING**

There is no impact to the County General Fund. This additional classification salary will be budgeted and implemented as necessary by Commission division management.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The attached Monthly Salary Schedule has been updated to include the new Consultant III classification at a monthly salary range of \$6,660 to \$10,124. This new classification has been reviewed and approved by the Compensation Section of the Chief Executive Office via the attached letter.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to Title 24 of the Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT PROGRAM**

The recommended modifications to the Positions Classifications and the Monthly Salary Schedule will implement changes to help retain employees with the strong specialized skills needed for program administration and continuity.

Respectfully submitted,



SEAN ROGAN  
Executive Director

Attachments: 3

**COMMUNITY DEVELOPMENT COMMISSION**

**MONTHLY SALARY SCHEDULE**

**PROPOSED JANUARY 1, 2010**

CLASSIFICATION	LEVEL I		LEVEL II		LEVEL III		LEVEL IV		LEVEL V		LEVEL VI	
MAINTENANCE WORKER	2529	3318	2917	3983	3653	4988	4020	5487	4422	6035	5258	7453
DEVELOPMENT SPECIALIST	3348	4394	3720	5272	4464	6328	5515	7816	5852	8604		
INFORMATION SYSTEMS SPECIALIST	3301	4506	3618	4938	4331	7275	6529	8223	6980	9162		
PROGRAM SPECIALIST	2841	3729	3158	4477	3789	5372	4384	6445				
ARCHITECT/ENG. SPECIALIST	4231	5552	4701	6663	5640	7994	6526	9595				
ACCOUNTANT	3329	4369	3699	5244	4439	6291	5044	7416				
ANALYST	3828	5024	4254	6030	5106	7235	5800	8528				
EXECUTIVE ASSISTANT	3516	4985	3762	5333	4025	5705	4307	6105				
ACCOUNTING TECHNICIAN	2295	3012	2550	3616	2951	4338						
OFFICE ASSISTANT	1878	2465	2075	2941	2551	3749						
TRAINEE	1422	1866	1522	2332	1676	2612						
CONSULTANT	5713	8397	6056	9238	6660	10124						
ADMINISTRATIVE ASSISTANT	2957	4192	3286	4658								
MANAGER	6944	9479	7738	11373								
RESIDENT MANAGER	1439	2721	1583	2994								
DIRECTOR	8883	13059										
ASSISTANT EXECUTIVE DIR.	9772	14368										

Ranges will be adjusted to conform with minimum wage as required by Federal or State law.

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Community Development Commission  
County of Los Angeles

**CONSULTANT**

**DEFINITION:**

Under the direction of management, performs highly specialized or technical services.

**EXAMPLES OF DUTIES:**

Performs specialized assignments and acts as a liaison with appropriate groups and organizations; conducts studies and analyses concerning capital projects or funding vehicles; locates and determines the availability and feasibility of funding sources; prepares, analyzes, and evaluates development pro forma; prepares informational or background reports on specific Commission issues or problems; reviews and evaluates complex written documents and the impact of proposed or approved legislation; assists and advises executive staff on Commission matters; and performs related duties as assigned.

**LEVEL DEFINING CHARACTERISTICS:**

Assignments in the class of Consultant may be made to any of the following levels:

Level I

Possesses knowledge/expertise in a specific field. Performs complex assignments, which require specialized or technical skills. May function as an Assistant Manager for a limited program or function. Some positions may supervise or direct the activities of lower level staff.

Level II

Possesses high level of expertise in a specialized area. May function as an Assistant Manager for a program or function. Some positions may supervise or direct the activities of lower level staff.

Level III

Possesses high level of expertise in a specialized area and/or may possess a rare skill set. May function as an Assistant Manager for a portfolio of related programs or functions. Some positions may supervise or direct the activities of lower level staff.

**DESIRABLE QUALIFICATIONS:**

Education and training equivalent to graduation from an accredited four-year college or university. Level II may possess a graduate degree. Candidate must be able to

demonstrate the ability to perform highly specialized or technical tasks. Candidates must possess all required certifications, licenses, professional associations or other unique requirements particular to the position.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C California driver's license, satisfactory driving record and a reliable, insured vehicle.



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
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First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

November 10, 2009

To: Sean Rogan, Executive Director  
Community Development Commission

Attention: Emilio Salas, Director, Administrative Services

From: William G. Lynes, Senior Manager  
Compensation Policy

## ESTABLISH SALARY RANGE FOR NEW CLASSIFICATION – CONSULTANT III

This is in response to your request to recommend an appropriate salary for the Community Development Commission's (CDC) proposed new classification, Consultant III. Our finding is as follows:

CDC Finding	CEO Finding	Assignment Location	Incumbent
Consultant III \$6,660 - \$10,124	Consultant III \$6,660 - \$10,124	Various divisions, including Information Technology	n/a

Currently, the CDC has two Consultant classes (level I and II). The new classification, Consultant III, will report to either a Manager II or a Director and function as an Assistant Manager. However, a highly knowledgeable and specialized project manager who runs a program, designs the software and is in charge of implementation might also qualify for a Consultant III. Positions supervised by this new classification may include Consultant I and II's, Program Specialists, Office Assistants, Development Specialists, Information Systems Specialists and contract workers.

The Consultant III classification will be utilized to fill positions in various divisions including the Community Development Block Grant, Economic/Redevelopment, Assisted Housing and Information Technology. Specific responsibilities will vary depending on the program area and division. Typical duties will include managing and reviewing single audit reports submitted by agencies receiving funds under the Community Development Block Grant program; consulting with commission staff and agencies doing business with the CDC regarding allocation of financial resources,

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determination of development and program feasibility and development of non-traditional housing (e.g., homeless and transitional housing options); acting as a liaison with government agencies, developers and community organizations; and providing PeopleSoft financial and HR programming services.

The table below illustrates the current salaries for relevant CDC classifications.

Commission Class	Monthly Salary	Comments
Director	\$8,883 - \$13,059	Approximately a 15% differential between Director and Manager II at maximum
Manager II	\$7,738 - \$11,373	Approximately a 12.3% differential between Manager II and Consultant III at the maximum
Consultant III ( <i>new class</i> )	\$6,660 - \$10,124	9.6% increase in max salary from level II to level III.
Consultant II	\$6,056 - \$9,238	10% increase in max salary from level I to level II
Consultant I	\$5,713 - \$8,397	

The CDC's recommended salary for their new classification of Consultant III is approximately 10% higher at the maximum than the Consultant II. Furthermore, at the maximum salary there is a 10% differential between the Consultant II and Consultant I. Thus, the spread between the three Consultant classes is consistent.

In 2006 a compensation study conducted by the CEO established County benchmark positions for CDC classes; the Consultant series was tied to the County's Information Technology Specialist I (#2569) class. This is still a relevant comparison for Consultant III's who will function as IT Assistant Managers. According the class specification, an Information Technology Specialist I:

*"Acts as a **consultant to departmental management, or acts as an information technology project manager or act as a specialist** in a particular area of applications development, database administration, operating systems, information system analysis, or network systems. Incumbents possess extensive knowledge in a specialized field of information technology (IT) and apply advanced methodologies, principles, and concepts to coordinate major projects, analyze new or existing system issues, evaluate and recommend new products and technologies, and identify and resolve complex problems."*

The current salary for the County's Information Technology Specialist I is \$8,189 .64 - \$10,741.55.

In the functional role of Assistant Managers, the proposed Consultant III classification will have a high level of accountability. The recommended salary will allow the CDC to appropriately compensate Assistant Managers in charge of programs and functions that require highly specialized knowledge and technical expertise. Additionally, the creation of the Consultant III will provide the CDC with flexibility when filling these positions in divisions varying from IT to housing and economic development.

Therefore, we concur with the CDC and recommend the establishment by the Board of the Consultant III at a monthly salary range of \$6,660 - \$10,124. If you have any questions regarding our finding, please contact me at (213) 974-2486 or Eileen Cohen, Chief Executive Office Analyst, at (213) 974-2398.

WGL:SJM  
EC:ra

c: Rosemary Gutierrez, CEO